REPORTS INVENTORY

PREPARE IN DUPLICATE				DDS/OTR/ISS-1

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT		STATISTICAL
PAI Progress Report			XX	NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	XX	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
7	Semi-Annual	3

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
	XX	NO		DTR - verbal

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OTR/ISS/IT OTR PAI Programmers (Instructors) TSD Training Officer (verbal) OC Comm. Branch OMS/PSS	Reports on current status of PAI units. Approximately 21 programmers.

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	$6.50		10.50		$68.25		2		$136.50